



dhps&l

Department:
Human Settlements, Public Safety & Liaison
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

**PUBLIC SAFETY AND LIAISON BRANCH
CELLPHONE, 3G CARDS AND IPAD POLICY**

2012

1. PREAMBLE

WHEREAS the Department in its endeavor to render efficient and essential services to the public; **AND**

WHEREAS the Department is characterized by a diversity of activities and functions some of which are carried outside the permanent working stations; **AND**

WHEREAS this sometimes necessitates continual communication by officials of the Department with their colleagues, client Department or members of public;

THEREFORE, the Department has deemed it necessary to formulate a Cellular Telephone Policy essential to ensure uniformity and to assist in the elimination of unnecessary and excessive costs on cellular usage and the recovery of excess amounts.

2. PURPOSE

To provide a framework for the allocation, administration and conditions of **CELLPHONE, 3G CARDS AND IPAD** for the use by the Departmental officials in line with Provincial Government prescripts

3. DEFINITIONS

For purposes of this policy the words and expressions listed below shall, when used bear the meanings ascribed to them.

- "Department" : Shall mean the Department of Human Settlements, Public Safety and Liaison (Public Safety & Liaison Branch)
- "MEC" : Shall mean the MEC of the Department
- "HOD" : Shall mean the Head of Department

4. AUTHORIZATION AND MANDATE

This policy is in accordance with Section 38(1) (b) of the Public Finance Management Act, Act 1 of 1999 as amended. The Department of Public Services and Administration's Guidelines contained in minutes E\1\2\1 dated 28th June 2002 provides that "the utilization of cellular phones for official purpose is regarded as a working tool or facility, which must be used as the most practical and economic communication instrument under the circumstances."

5. POLICY STATEMENT

The Department of Human Settlements, Public Safety & Liaison is characterized by a diversity of activities and functions some of which are carried outside the permanent working stations. This sometimes necessitates continual communication by officials of the Department with their colleagues, client Department or members of public.

It is therefore in recognition of diversified nature of the activities and the need to ensure continual communication that the Department adopts this policy for those employees whose nature of work requires regular contact while outside their permanent working premises or after hours.

6. SCOPE OF POLICY

The policy applies to all permanent employees of the Department on the allocation, use and other administrative processes.

7. OFFICIALS WHO QUALIFY

The Department officials who qualify for the usage of cellular phones subsidy as provided for in this policy are the following:

7.1 MEC

7.2 HOD

7.3 SMS Members

7.4 Any other official who has to be accessible as per the nature of his/her work.

8. QUALIFYING CRITERIA AND INFORMATION NECESSARY FOR CONSIDERING APPLICATIONS

Any other official who has to be accessible as per the nature of his/her work including officials exercising their duties outside the office environment.

The following criteria shall be applied and adhered to in all cases except for those who qualify in terms of sub-paragraphs 7 above:

8.1 A cellular phone must be vital and necessary for the execution of the official duties

8.2 The detailed reasons and motivation for request must be furnished.

8.3 A motivation as to why the cellular phone is the most economical means of

communication

8.4 Financial implications and availability of funds in the department budget.

9 LIMITS ON MONTHLY SUBSIDY

9.1 The cell phone maximum limits (all inclusive) shall be as follows: These rates are subject to review every year as per Provincial Treasury Cost containment Policy or guideline:

- MEC no limits
- DDG R2000
- Chief Directors R1 500
- Directors R1000
- Deputy Directors R800
- Assistant Director R600
- Other levels R300

9.2 The abovementioned subsidized amount shall include the following:

- Monthly Subscription fee (limited)
- Insurance Premiums (limited)
- Service fee itemized billing
- Call line identity monthly fee
- Official calls (limited)

The Department reserves the right to determine the most reasonable and affordable package. The abovementioned limits shall be reviewed on yearly basis as the service provider increases its limits. An approval of the increase limits shall be obtained from the (Head of the Department) HOD with the recommendations from Supply Chain Management.

10 PROCEDURE

Departmental officials shall either enter into their own contract with service providers of their own choice or be provided with an instrument by the Department.

The following options are offered in terms of this policy:

10.1 SMS MEMBERS

- a) Individual employees including SMS members shall have contracts with the service providers of their own choice and they shall not claim any official calls made that exceed their subsidized amount.
- b) The SMS instrument shall remain the property of the official.
- c) All cost for accessories, insurance, replacement or repairs are incurred by the official.
- d) The Employee incurs all cost for connections, e.g. sim-card and connection fee, itemized billing, sim-card insurance and call limit action two.

11. PRIVATE CELL-PHONE

11.1 Officials utilizing their private cell-phones for official business must apply for permission through their Managers and approval obtained from the Head of Department.

11.2 Proof of official's calls made for business usage must be submitted with an approval obtained from the Accounting Officer for payment of the bill.

11.3 The Cell-phone claim shall be signed by the user, for the payment of calls to the approved limit

- 11.4 An official who qualifies for cell phone package due to nature of his/her job, shall submit a request through his / her Manager to the Accounting Officer for consideration.
- 11.5 An Accounting Officer shall use his/her discretion as to whether to approve the request or not, taking into consideration the financial budget available.
- 11.6 A newly appointed official may at the time after appointment, have his/her own cell phone converted into the departmental contract provided that the cell phone is within approved standards.

12 TRANSFER OF CELL PHONE ACCOUNT TO THE USER

- 12.1** The current SMS Officials with departmental cellular phones shall retain their cell phones after the expiry of their contracts and enter into contracts of their own choice.
- 12.2** Upon upgrading of the cellphone contract of the MEC, Head of Department and Traffic Deputy Directors, handset shall become property of the individual concern and shall be disposed off and transferred to the user at no cost.

13 REIMBURSEMENT

The Department shall reimburse officials subject to the following:

- 13.1** Submission of a claim form accompanied by a bill/statement of account
- 13.2 In case of call limits used above qualifying limits, the Department shall only reimburse the official according to the limits he/she qualifies for in terms of paragraph 9.1.
- 13.4 In case the call limits claimed from the invoice are below the qualifying limits, the Department shall only pay an amount as per invoice.

14 LOSS, WRITE OFF AND EXCESS FEE

14.1 SMS and all individual cell phone users shall be responsible for the following:

14.1.1 Loss / Theft

14.1.2 Damage

14.1.3 Repairs

14.1.4 Replacement

14.1.5 Excess fee for insurance claim

14.1.6 Payment of Device Insurance.

14.1.7 The Department shall not be held responsible for Lost, damage, repairs, stolen, replacement and insurance. It shall be a matter between the individual concerned and the Service Provider.

14.1.8 On recommendation by the supervisor, the Accounting Officer has the discretion to discontinue allowances in respect of cellular telephones allocated to officials if found that such benefits are misused or if the official's duties no longer require the services of a cellular telephone and such decision shall not prejudice such an official financially.

14.2 MEC, HEAD OF DEPARTMENT AND TRAFFIC AND OTHER DEPARTMENTAL CONTRACTS

14.2.1 Any official who loses his/her cellphone shall report the matter to the nearest Police Station within 48 hours of the incident.

14.2.2 The loss must further be reported to the Director Supply Chain Management within 72 hours of the loss.

14.2.3 The Director Supply Chain Management shall replace the cell phone after he/she has been furnished with a sworn statement that reflects the police case number and stamp.

14.2.4 Lost or damaged cell phone shall be replaced at the discretion of the Head of Department; continued loss of the cellphone will lead to automatic disqualification from use of the Departmental cell phone.

14.2.5 Notwithstanding the above, when the Head of Department has satisfied himself/herself that the loss or damage was as a result of negligent conduct on the part of the official, such case shall include the recovery of monies as stipulated in the PFMA.

15. USAGES ON INTERNATIONAL TRIPS

15.1 All officials going on international trips shall have access to roaming facilities arranged by Supply Chain Management and additional amount shall be paid by the Department on approval of the Accounting Officer.

15.2 Any official who is on unauthorized international trip shall bear the cost of his / her mobile phone usage if the cellular phone limit is exceeded.

16. TERMINATION OF SERVICE

16.1 Any official who is in possession of a departmental mobile phone shall return the cellular phone immediately on the event of him / her resigning or transferred from the department.

16.2 The provision of the above shall also apply to any official who is found guilty of misconduct and who is dismissed from the Department.

16.3 Supply Chain Management shall immediately notify the service provider in writing of the transfer or termination of service.

16.4 SMS members and those officials with their own private contracts will retain their individual cell phones.

17 CELLPHONE USAGE BY OFFICIALS ON SUSPENSION FROM THE OFFICIAL DUTIES

17.1 The Department shall not be liable for payment of use of private cellphone account of officials who are on suspension.

17.2 The Director Supply Chain Management or the Head of Department shall instruct such official to surrender the cell phone on signing the letter of suspension.

17.3 SMS members and officials with their own contracts shall retain their cellphone and be responsible for their own account.

17.4 The Department shall not be held responsible for any calls made during the suspension period.

18. DECEASED OFFICIALS

18.1 In the case of death of an Official, Supply Chain Management shall immediately instruct the Service Provider to close the account in case of MEC, Head of Department and Deputy Director Traffic Officials.

18.2 In the case of death of SMS member or individual officials with their own contracts, the Department will not be responsible for the account.

19. ALLOCATION OF 3 G CARDS

19.1 The 3G cards shall be provided to the following officials:

19.1.1 Member of the Executive Council (MEC)

20 ALLOCATION OF IPAD

20.1 The I-PAD shall be provided to the following officials only:

20.1.1 Member of the Executive Council (MEC)

20.1.2 Accounting Officer

20.1.3 Chief Directors

20.1.4 Directors

20.1.5 An official who wishes to be allocated with an I-PAD will apply through the office of the head of Department.

20.1.6 On allocation of an I-PAD an official will have to return the official cell phone with 3G card to Supply Chain Management.

20.1.7 No official will be allowed to be in possession of both the cell phone and 3G with I-PAD at the same time.

20.1.8 The returned cell phone and 3G card will be allocated to any official who qualifies for it.

21. LOST, DAMAGED OR STOLEN I-PAD

21.1 The I-PAD shall remain the property of the Department and shall be recorded in the Asset register.

21.2 In case of any loss of an I-PAD the responsible person shall report the matter to the nearest Police Station within 48 hours of the incident and to Security Management Services.

21.3 The loss must further be reported to the Director Supply Chain Management within 72 hours of the loss.

21.4 The Director Supply Chain Management shall replace the I-PAD after he/she has been furnished with a sworn statement that reflects the police case number and stamp.

21.5 Lost or damage I-PAD shall be replaced at the discretion of the Head of Department; continued loss of the I-PAD will lead to automatic disqualification from use of the Departmental I-PAD.

21.6 Notwithstanding the above, when the Head of Department has satisfied himself/herself that the loss or damage was as a result of negligent conduct on the part of the official, such case shall include the recovery of monies as stipulated in the PFMA.

22 TERMINATION OF SERVICE

22.1 In case of termination of service provisions of paragraph 16 above shall apply.

23. I-PAD USAGE BY OFFICIALS ON SUSPENSION FROM THE OFFICIAL DUTIES

23.1 In case of suspension from the official duties paragraph 17 above shall apply

24 TRANSFER OF CELL PHONE ACCOUNT TO THE USER

24.1 Upon upgrading of the I-PAD contract the handset shall become the property of the individual concern and shall be disposed off and transferred to the user at no cost.

25 DECEASED OFFICIALS

25.1 In case of the deceased of an official paragraph 18 above shall apply.

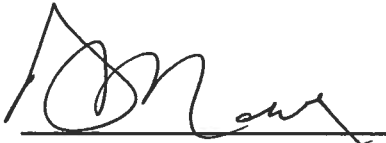
26 AMENDMENTS

26.1 Any amendments to this cell phone policy shall only be approved by the Head of Department.

27. COMMENCEMENT OF THE POLICY

27.1 This policy shall be implemented by the Department with effect from the date of approval and signature by the HOD.

APPROVED / NOT APPROVED



MR B MAHLAKOLENG

ACTING HEAD OF DEPARTMENT

01/08/2012.

DATE